Classification

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REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

DDS/OTR/EA - 6

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
Forecast of		X	STATISTICAL
		X	NARRATIVE
			MACHINE-NAME LISTING

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3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
4	Semi-annual	4

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
Form		YES	IF YES GIVE ADP PROCESSING NO.	Actual need
	X	NO		

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10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
EA/MS	7 (Average) (Varies, depending upon school need

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		1		11.00		2		$22.00
GS-07	4.50		1/2		2.25		2		4.50

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$26.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

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Need to collate all special requests _____ in order to anticipate workload for STAT _____ already assigned to _____

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE		0	0

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16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
8 October 1970	C/EA/MS	

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FORM 142

(22-36-43)